

**SNP Administrative Review Findings**

**Greensburg Community Schools (1730)**

*Program Year 2024*

**Greensburg Community Schools (1730)**

1312 W. Westridge Parkway  
Greensburg, IN 47240-2231

**Food Service Contact**

Mrs. Connie J Million  
Food Service Director  
(812) 663-7176  
cmillion@greensburg.k12.in.us

**Executive Contact**

Mr. Thomas Hunter  
Superintendent  
(812) 663-4774  
thunter@greensburg.k12.in.us

No. of Sites / Reviewed: 3 / 1  
Month of Review: January 2024

**Commendations**

- \* While not obligated to do so, it is nice to observe that reminders are sent out to families with expiring benefits who have yet to submit an application for the current school year.
- \* The food service director was very organized and prepared for the Administrative Review (AR). The binders with tabs listing items for the AR made it easy for the reviewers to validate the AR tool,
- \* Storage and serving areas were sparkling clean.

**Technical Assistance**

- \* Best practice is to verify applications for cause when the household list their income as zero income.

**Certification and Benefit Issuance - Greensburg Community Schools (1730)**

*128. Correct conversion factors used for applications with more than one income frequency*

**Technical Assistance - Applications with the same income frequency**

When an application is submitted with all reported income having the same frequency, there is no conversion to an annual income necessary. Just total up the income using the one frequency and compare it to the guidelines. If the application has two or more different income frequencies, then it must always be converted to annual income. Technical assistance was provided on-site.

**General Program Compliance - Greensburg Community Schools (1730)**

*1400. The written food safety plan contains required elements and a copy is available at each school*

**Finding 9143: A copy of the written food safety plan is not available at each school.**

Although the Food Service Director is writing a food safety plan, the cafeterias are trained on food safety topics yearly and do write down temperatures for cooling, heating, and storing foods. There were no food safety problems noted during the on-site review. The food safety plan should be updated, reviewed yearly, and signed by the cafeteria managers.

**Corrective Action:**

**The Food Service Director will submit the food safety plan into the AR tool when completed.**

**Technical Assistance:**

Technical assistance was provided with the website link for ICN which provides a food safety template to follow.



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**Greensburg Community Schools (1730)**

*Program Year 2024*

**Greensburg Comm. High School (1268) Food Service Contact**

1312 W. Westridge Parkway  
Greensburg, IN 47240-2231

Mrs. Melissa Pavy  
Assistant Food Service  
Director/Bookkeeper  
(812) 663-7176

Month of Review: January 2024

Date of Onsite Review: February 20, 2024

**General Program Compliance - Greensburg Comm. High School (1268)**

*1411. Review of agricultural food components indicates violations of the Buy American provision*

**Technical Assistance - Buy American**

There were cherry tomatoes from Mexico in the walk-in cooler. If a non-domestically produced item must be used an explanation must be documented and a file kept. Managers with ordering privileges should be reminded of the Buy American Provision.